

UNITED STATES DEPARTMENT OF AGRICULTURE

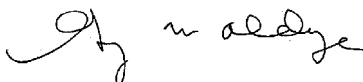
Farm Service Agency
Washington, DC 20250

Notice PM-2100

For: FSA Offices

New Performance Management Program

Approved by: Deputy Administrator, Management



1 Overview

A

Background

In a letter to employees of Service Center Agencies dated October 8, 1998, the FSA, NRCS, and RD Human Resource Directors announced adoption of a new Performance Management Program.

The new, 2-level pass or fail program was developed by a representative team of personnel specialists including a union representative. The team's recommendation to adopt the pass or fail approach to performance management for the Service Center Agencies was based on:

- extensive research of performance management systems and programs in the Federal and private sectors
- comments received from employees nationwide.

B

Purpose

This notice provides:

- new and additional details of the pass or fail Performance Management Program
- details on plans for implementing the new system, which became effective on January 1, 1999.

Disposal Date

October 1, 1999

Distribution

All FSA Offices; State Offices relay to County Offices

2 Bargaining and Nonbargaining Offices

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Labor Management Negotiations

Where exclusive representation exists, bargaining on a decentralized basis will be initiated as soon as bargaining windows in union contracts are open.

The pass or fail performance management system will not be implemented for any employees in FSA bargaining unit locations until and unless bargaining obligations have been met. This includes all bargaining and nonbargaining unit employees in:

- the National Office
- Kansas City, Missouri
- St. Louis, Missouri
- States having recognized bargaining units.

All employees in locations where there are bargaining units should have 1998 elements and standards rolled over and extended to September 30, 1999. Upon completion of bargaining obligations, further instructions regarding 1999 elements, standards, and appraisals will be issued.

B

Nonbargaining Unit Locations

Implementing the new performance management system will proceed as planned at locations where there are no recognized bargaining units and/or there is no obligation to bargain. This includes implementing the new system for CO employees at all locations.

3 Training Programs

A

Local Training Programs

Many locations have already held training for employees and have implemented the new performance management system. These efforts should continue as rapidly as possible.

B

Nationwide Training Program

The nationwide training program that was held January 27, 1999, was designed to promote and enhance understanding of the new system.

Video copies of the January 27 training program are available for State Offices. State Offices may request a video copy from HRD using either of the following methods:

- by telephone to 202-418-8985
 - by FAX to 202-418-9120.
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4 State and County Office Positions

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Uniformity in Performance Elements for Similar Positions

In early January, EDSO convened a group of State Office representatives to identify common performance elements for similarly situated positions throughout State and County Offices. **Mandatory** and **recommended** performance elements were developed and communicated to FSA field organizations in a memorandum from EDSO, dated January 14, 1999.

5 Status of Service Center Agencies' Issuance on Performance Management

A

Department Approval

The new performance management system was approved by the Department's Office of Human Resources Management on October 2, 1998.

B

Service Center Issuance

The uniform Service Center issuance is not yet available. This issuance, including electronic versions of relevant forms, is projected for release by early March. In the interim, offices should be guided by the performance management system on the HRD website at "<http://dc.ffasintranet.usda.gov/HRD/cover.html>".

6 Contacts

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List of Contacts

Obtain additional information about the new performance management system according to the following table.

IF the office location is...	THEN contact...
National Office	Performance Management, Benefits, and Awards Branch, HRD, at 202-418-9000.
one of the following: <ul style="list-style-type: none">• Kansas City• Salt Lake City• St. Louis• State Office• County Office with GS employees	Personnel Division, KCMO, at 816-823-3146.
County Office with CO employees	State Office.
